

MAJOR INCIDENT COORDINATOR

- Lead the Major Incident Team
- Keep Vice Chancellor and Governors informed
- Monitor ongoing response to incident and manage risk
- Secures legal advice as necessary and informs the Executive Director Finance in relation to the University's insurance

EXTERNAL CO-OPTEEES

INCIDENT IMPACTING ON PHYSICAL ESTATE – ACTION FOR RESPONSE TEAM MEMBERS

EXECUTIVE DIRECTOR STUDENT STAFF SERVICES

DIRECTOR EXTERNAL RELATIONS

DIRECTOR ILS

DIRECTOR ESTATES

REGISTRAR

IMMEDIATE ACTIONS (DAY OF OCCURRENCE) – Follow local incident checklist

- Identify students/staff affected and ensure accounted for.
- Agree immediate working plans and locations
- Arrange alternative student accommodation (I/A)

- Coordinates internal and external communication and monitor media reports
- Establishes call centre if required
- Provides communications releases & advice
- Monitors social and mainstream media

- Ensure all ICT services are functioning or make provision for alternative service for priority areas.
- Anticipate operational and academic implications.
- Ensure remote access to services and learning resources

- Liaise with Security & Emergency Services to restrict access and/or evacuate.
- Determines type and scale of building(s) affected.
- Obtains maps/plans of affected areas
- Identify alternative space available

- Provide details of Student Groups affected
- Identify teaching delivery and timetable implications

LONGER TERM ACTIONS (DAY 2 ONWARDS) – Follow local incident checklist/MIT agreed actions

- Advise on flexible working approaches strategies to ensure business continuity
- Ensure payroll arrangements
- Ensure support for staff and students as necessary

- Manages media to ensure a consistent message is delivered
- Ensure regular internal communications

- Maintains Library and other priority Services from alternative locations if necessary
- Plans for re recovery and re-establishment of normal services
- Set up online and telephone IT and Library support

- Identify alternative building arrangements.
- Engage contractors/external advisors as required.
- Manage salvage exercise (equipment etc.)
- Manage termination of services and repairs
- Liaise with utilities companies
- Ensure buildings safe and infrastructure services in place prior to reoccupation

- Anticipates implications for programme delivery and assessment
- Monitors implications for student progress and award
- Advises on contingency procedures for assessment – seek approvals